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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8530.1A**Effective Date: June 04,
2004Expiration Date: June 04,
2009[Printable Format \(PDF\)](#)

Subject: Affirmative Procurement Program and Plan for Environmentally Preferable Products

Responsible Office: Environmental Management Division[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
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CHAPTER 2. RESPONSIBILITY

2.1 Agency Environmental Executive

The Agency Environmental Executive, Assistant Administrator for the Office of Institutional and Corporate Management, or their designee, located at NASA Headquarters, is responsible for the following: (1) overseeing and facilitating implementation of the Agency Affirmative Procurement, Energy Efficiency and Water Conservation programs and activities; (2) facilitating environmental programs in the areas of standards, waste prevention, recycling, and logistics activities as they relate to Affirmative Procurement and Pollution Prevention; (3) distributing information on best practices through awareness and outreach programs to facilitate markets for environmentally preferable products, services, and new technologies; (4) facilitating and coordinating educational and promotional programs for Agency employees and contractors, as appropriate; (5) integrating requirements into Agency programs and documents managed or scoped at Headquarters; (6) reporting the status of the Agency's Affirmative Procurement Program within the Agency and externally to other applicable Federal agencies and offices. Delegation of the Agency Environmental Executive to other than the Deputy Assistant Administrator for Institutional and Corporate Management requires the concurrence of the Office of the Federal Environmental Executive.

2.2 Environmental Managers

Center and Component Facility Environmental Managers are responsible for the following: (1) implementing an awareness program to promote Affirmative Procurement; (2) advising the Request Originators and contracting officers on sources for environmentally preferable products and services, including any updates to the list of EPA's designated products; (3) reviewing and approving the Request for Waiver documentation, if required, and providing Life Cycle Cost Analysis assistance to the request originators; (4) submitting the Center's affirmative procurement data for compilation and distribution by Headquarters.

Due to the nature of local, state, and regional environmental requirements, each Center or Component Facility may need to expand this NPR to meet its specific requirements.

2.3 Procurement Offices

Center Procurement Offices, in consultation with the Environmental Manager and the Request Originator, are responsible for the following: (1) Providing guidance and facilitating acquisition planning with respect to environmentally preferable goods and services, including those available through Federal sources of supply; (2) assisting in any market research necessary to determine the availability of environmentally preferable goods and services; (3) ensuring that solicitations and contracts contain the appropriate provisions and FAR clauses to implement Affirmative Procurement (FAR Part 23).

2.4 Request Originators

The Request Originators are responsible for the following: (1) consulting early in the procurement process with

appropriate parties (e.g., environmental specialists, contracts specialists) to facilitate the process of procurement planning, including Life-Cycle Cost Analysis; (2) utilizing statements of work or specifications which eliminate virgin material requirements, promote the reuse of products, require the use of products containing recovered materials (e.g. EPA-designated products), products that are energy and water efficient, and products that are recyclable; (3) preparing any Request for Waiver or justification documentation; (4) coordinating with the Environmental Manager for his or her approval; (5) Documenting the results of these actions in the "Affirmative Procurement" special approval on the Integrated Financial Management purchase requisitions, NASA Form (NF) 1707, Appendix B)).

2.5 NASA Headquarters Environmental Management Division

The Environmental Management Division (EMD) shall identify and develop Agencywide common elements, mechanisms, and processes to implement affirmative procurement. The EMD, through the Lead Center for Recycling and Affirmative Procurement, shall maintain a Web site of resources to support users in implementing this NPR. This Web site is located at <http://environmental.ksc.nasa.gov/recycle/intro.cfm>.

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